


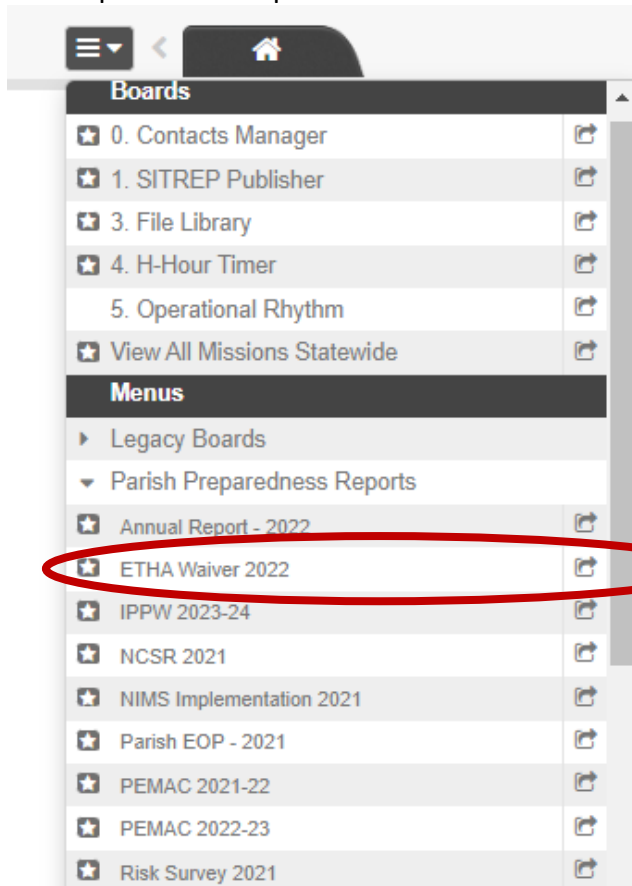
Expedited Temporary Housing Assistance Waiver WebEOC Board Instructions

1. Parish OHSEP Director or his/her designee must “**Log In**” to WebEOC.

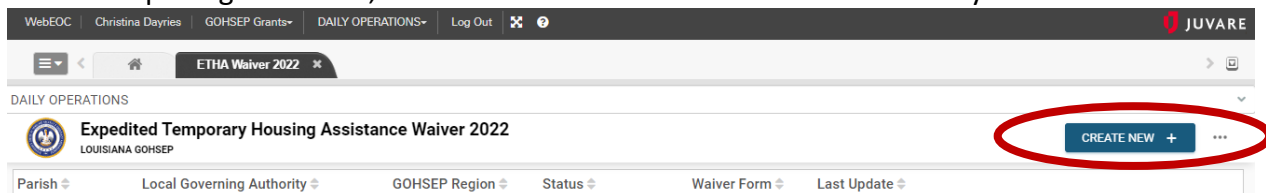


The image shows the WebEOC login interface. At the top is the JUVARE WebEOC logo. Below it are two input fields: 'Username' with the text 'Christina Dayries' and 'Password' with masked characters. A 'Log In' button is positioned below the password field. At the bottom, there are links for 'Forgot Username?' and 'Forgot Password?'. A small disclaimer states: 'By proceeding, you agree to Juvare's Privacy Policy and Terms & Conditions'.

2. The Expedited Temporary Housing Assistance Waiver board can be found under the Parish Preparedness Reports menu as "**ETHA Waiver 2022.**"



3. After opening the board, click the blue "Create Record" button to add your information.



4. Select your response for each of the required fields:

- a. Start with selecting the "Parish".
- b. Selecting your specific parish will pre populate the pull down option for "Local Governing Authority Name" field with only the legal names of the specific municipalities or the parish's governing body within that parish. If you do not see one of the agencies, please contact your Regional Coordinator or our WebEOC Administrator and the agency will be quickly added.

A screenshot of a form with two sections. The first section is titled '*Parish' and has a dropdown menu with 'Acadia Parish' selected. The second section is titled '*Local Governing Authority Name' and has a dropdown menu with 'Acadia Parish Police Jury' selected. Below this dropdown is a list of options: '- Select a Governing Authority -', 'Acadia Parish Police Jury', 'City of Crowley', 'City of Rayne', 'Town of Churchpoint', 'Town of Iota', 'Village of Estherwood', 'Village of Mermentau', and 'Village of Morse'.

c. Select your **Region**.

A screenshot of a form with a section titled '*GOHSEP Region' and a dropdown menu with 'Region 4' selected.

